

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1406***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: GRANTS SPECIALIST**

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Solicits and secures external grant/foundation funding for the City of Chattanooga; determines whether to apply for various grant programs; develops persuasive, compelling proposals designed to win competitions against proposals from other organizations; writes grant applications following prescribed format.

Manages and oversees grant/foundation accounts and activities; continuously assesses projects through development stages; resolves problems that arise in development of proposals; develops strategies and pursues alternatives to improve concept of projects; prepares status reports on progress of projects; verifies and prepares financial reports in accordance with grant/contract guidelines.

Ensures compliance with guidelines of granting agents and with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Performs administrative tasks associated with grant administration; performs accounting procedures for grants and contracts; establishes budgets in accounting system; ensures availability of funds; determines whether expenditures are allowable under grant guidelines; prepares monthly bank reconciliations.

Compiles or monitors various administrative or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports.

Prepares or completes various forms, reports, correspondence, grant proposals, grant applications, production reports, flow charts, billing statements, charts, diagrams, or other documents.

Receives various forms, reports, correspondence, balance sheets, tax statements, statistical data, maps, policies, regulations, law books, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, graphics, or other software programs.

Communicates with supervisor, city officials, employees, other departments, federal/state government agencies, funding agencies/foundations, source persons, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. Attends meeting as needed.

Attends meetings; represents the department on boards and committees; makes speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs clerical tasks relating to coordination of grants; types reports; submits reports/documentation to appropriate agencies or individuals; makes copies; schedules meetings.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Marketing, Communications, Public Administration or a closely related field; supplemented by one (1) year previous experience and/or training involving grant writing or grant coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Writing Skills:** Requires the ability to communicate in an effective, compelling manner through the written word.

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.